



Rock Island-Milan School District 41

## **JOB DESCRIPTION**

### **Special Education Paraprofessional**

#### **POSITION INFORMATION:**

<b>POSITION TITLE</b>	Special Education Paraprofessional (SPED)
<b>DATE CREATED or AMENDED</b>	April 2020
<b>DEPARTMENT</b>	Student Services
<b>LOCATION</b>	School Building Assignment
<b>FULL-TIME/PART-TIME</b>	Full-Time (6.5 working hours)
<b>APPOINTMENT TERM</b>	182/Days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Building Principal/Director of Student Services
<b>OTHER INFORMATION</b>	RIESPA Bargaining Agent/Agreement
<b>SALARY</b>	\$18.68-24.55

#### **POSITION SUMMARY INFORMATION:** *Essential Duties and Requirement Details*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### **Position Summary:**

Under the direction of the classroom teacher, the SPED will assist the teacher to help students become as academically and functionally independent as possible and to meet the goals of their IEP. This is a team member position which requires the ability to work closely with other staff members as well as students. The Duties and responsibilities of the paraprofessional will vary depending upon the age and developmental level of the students. This job will require student supervision responsibilities.

*Prepared by Deborah Shivers*

**Essential Functions and Responsibilities:**

- Assist the classroom teacher with record-keeping, materials preparation, and other clerical or housekeeping activities, such as recording grades, checking papers, making and copying teaching materials, filing, cleaning and checking adaptive equipment, etc.
- Supervise classroom activities under the direction of the teacher
- Help small groups or individual students with teacher-assigned tasks.
- Assist special education student(s) in regular classrooms, as appropriate. Escort student to/from office, classroom, etc.
- Supervise other situations, such as recess, field trip, bus, lunch, and free-time activities during the school day, as appropriate
- Support the classroom teacher in providing physical care activities which may include feeding, assistance with toileting, diapering, prosthetics and other adaptive equipment. This may range from full assistance to simple monitoring.
- In-Service training and other assistance will be provided, as necessary, in conjunction with OSH standards
- Some lifting of students and materials may be necessary.
- Participate, as appropriate, in In-Service Training
- Assists with other duties and assume other responsibilities as may be assigned.
- Assist teachers with the implementation of individual and classroom
- Assist teachers with the implementation of individual and classroom behavior management plans

**Required Education:**

Associate's degree or equivalent from two-year College or technical one-year or six months to one year related experience and/or training; or equivalent combination of education and experience

**Required Experience:**

One year related experience and/or training

**Certifications, Licenses:**

Current Paraprofessional License for the state of Illinois

**Required Knowledge, Skills, and/or Abilities**

- Exhibits ability to learn and apply new skills
- Displays understanding of how job relates to others
- Uses resources effectively

**Physical Demands:**

The physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level for this position is usually quiet.

**Acknowledgments:**

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any related duties, as assigned by their supervisor.*

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*Supervisor/Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*